

Patient Portal Instructions

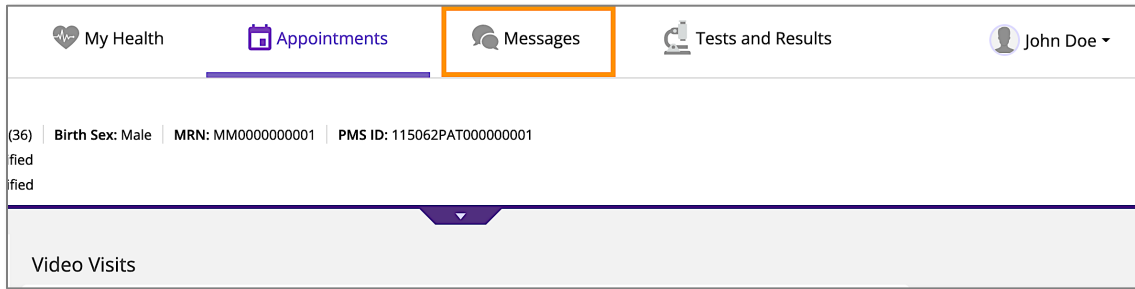
Communicate with Our Office

Send a Portal Message to Our Office

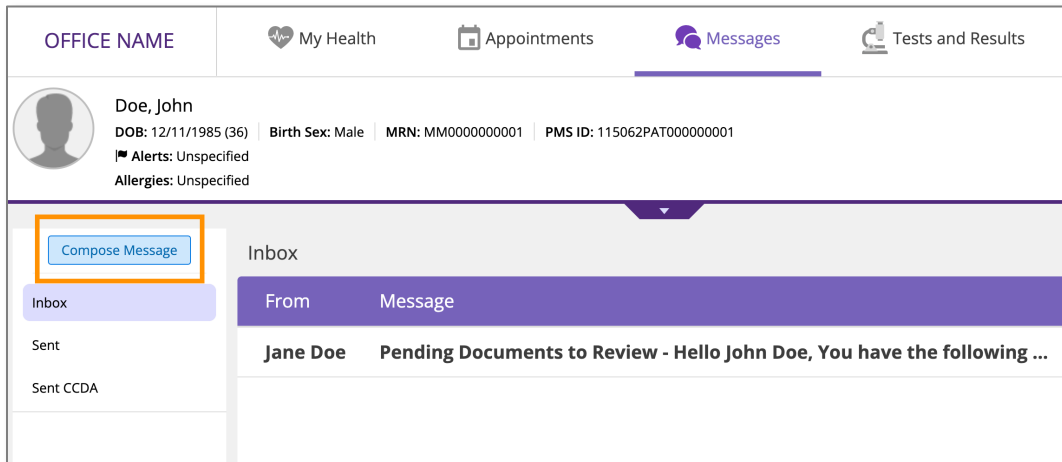
The Patient Portal provides a self-contained method of communicating with our office using secure messaging protocols.

Note: If you are experiencing a medical emergency or need immediate assistance, please call 911.

1. Once logged in to the Patient Portal, select **Messages** from the main navigation bar.



2. Select Compose Message.



3. Enter the recipient into the *To* field.

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Compose Message

! If this is an emergency, contact 911 or contact your office directly.

To* Jar

Staff

Doe, Jane

Cc Type name to see more options

Message*

Tip: If you start typing the first few letters of the recipient's name, it will narrow the list and allow you to find them more quickly and easily.

4. Enter the subject of the message into the **Subject** field.
5. Enter your message into the **Message** field.
6. When you are ready to send your message, select **Send**.

Compose Message [Back to Inbox](#)

! If this is an emergency, contact 911 or contact your office directly.

To* Doe, Jane

Cc Type name to see more options

Subject* Referral Information

Message*

Hello Dr. Doe,

I am messaging you because I forgot the name of the supplement you recommended to me during my last visit. Can you send it to me here, please?

Thank you,

John

[Add Attachments](#)

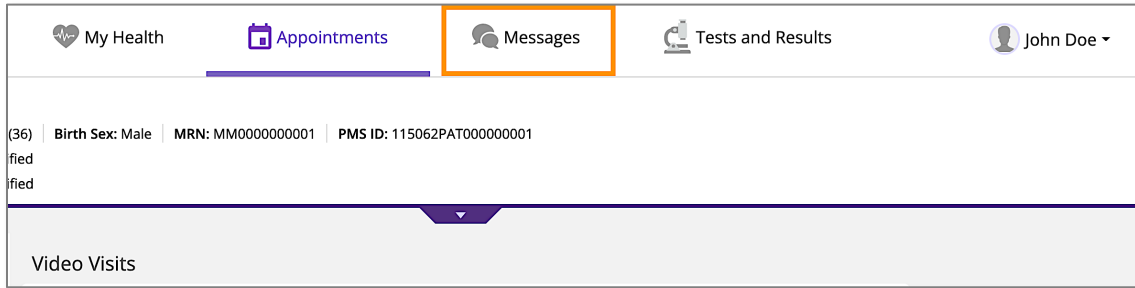
Send Cancel

Read and Reply to Portal Messages

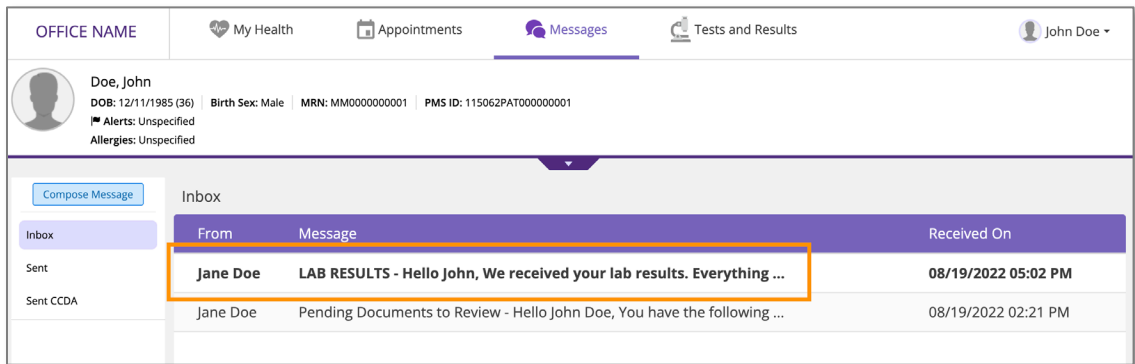
Our office may send messages to you through the portal. These messages could include documents; such as test results, or just a general message regarding your care. Follow these steps to view and/or reply to a portal message.

1. Log in to the Patient Portal and select **Messages** from the main navigation bar.

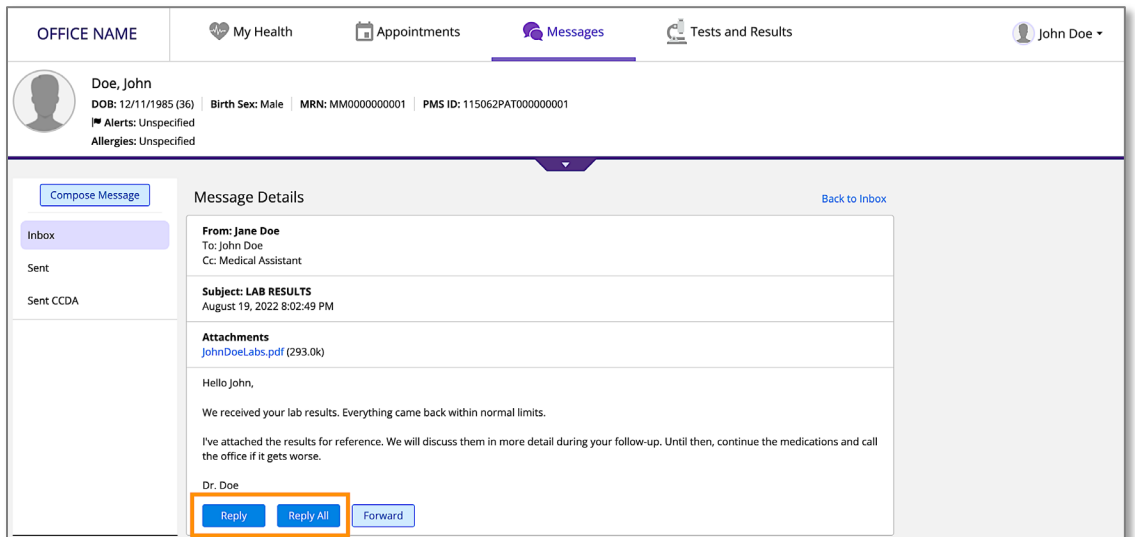
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2. To read a message, select anywhere in the corresponding line.



3. To reply to a message, select **Reply** or **Reply All**.



4. Enter your response into the *Message* field, then select **Send**.